

ANID

THE NEW JERSEY DEPARTMENT OF HUMAN SERVICES

PRESENTS



SECTION 811 PROJECT RENTAL ASSISTANCE

LAUNCH EVENT REFERENCE MANUAL

THURSDAY JULY 16, 2015

SECTION 811 PROJECT RENTAL ASSISTANCE LAUNCH EVENT

THURSDAY JULY 16, 2015

AGENDA OF EVENTS

| 9:00am - 10:00am Registration & Breakfast |
|--|
| 10:00am - 10:15am Introduction and Opening Remarks |
| 10:15am - 11:00am Section 811 PRA Overview |
| 11:00am - 11:15am Break |
| 11:15am - 11:30am Role of Department of Human Services |
| 11:30am - 12:00pm Selection Criteria & Time Frame |
| 12:00pm - 12:30pm |

SECTION 811 PROJECT RENTAL ASSISTANCE LAUNCH EVENT

THURSDAY JULY 16, 2015

TABLE OF CONTENTS

| l la companya di managantan di managantan di managantan di managantan di managantan di managantan di managanta |
|--|
| Section 811 Project Rental Assistance (Sect. 811 PRA) Overview 5 |
| II |
| Sect. 811 PRA Launch Event PowerPoint Slides |
| III |
| Flow Charts (Exhibit A, B, C) |
| IV |
| Section 811 PRA Application (Exhibit D) |
| V |
| HUD Uniform Physical Conditions Standards (UCPS) (Exhibit E)29 |

NOTES

Section 811 Project Rental Assistance Program Overview

What is the Section 811 Project Based Rental Assistance (Sect. 811 PRA) Program?

In April 2015, the US Department of Urban Development (HUD) awarded the New Jersey Housing and Mortgage Finance Agency (HMFA) two-hundred and six (206) Sect. 811 PRA subsidies to provide rental assistance for extremely low income persons with disabilities and extremely low income households with at least one person with a disability. The initial term of the PRA is five (5) years and with yearly subsequent renewals subject to appropriations.

The Section 811 Project Rental Assistance Program was authorized under the Frank Melville Supportive Housing Investment Act of 2010.

The HMFA has designed the Sect. 811 PRA program to assist the state of New Jersey in fulfilling their Olmstead settlement obligations. HMFA, in partnership with the New Jersey Department of Human Services (DHS) will select individuals leaving developmental centers and state psychiatric hospitals, as well as those who are at risk of institutionalization as the targeted populations.

What is the Role of HMFA?

HMFA is the administrator of the Sect. 811 PRA.

The HMFA was created in 1967 for the purpose of increasing the supply of safe, decent and affordable multifamily rental as well as owner occupied housing for the low- and moderate-income citizens of the State of New Jersey.

The HMFA's housing programs are designed to increase the opportunities for affordable housing available to families and the elderly, as well as individuals and families with special needs and to work with the for-profit and non-profit sectors in meeting these needs, to assist in urban revitalization and to develop innovative and flexible financing vehicles which will be responsive to the changing needs of these populations.

What is the Role of DHS?

DHS will provide voluntary services and support to tenants in the Section 811 PRA units. The DHS Office of Housing will work closely with HMFA to coordinate the timely referral of individuals and/or households to housing under the program.

How are the Section 811 PRA Program Subsidies Used?

The Sect. 811 PRA subsidies are project-based and remain with the housing unit. The Sect. 811 PRA subsidies housing assistance can be used on specific housing units at rents as defined in the following chart.

| Specific Unit Types and Sect. 811 PRA Rents | | | |
|---|-----------------|--|--|
| Unit Type | Number of Units | Sect. 811 PRA Rent Affordable Up To | |
| 1 bedroom | 110 | 34% of Area Median Income (AMI) | |
| 2 bedroom | 46 | 34% of AMI | |
| 2 bedroom | 50 | 50% of AMI | |

Eligible Project Types

LIHTC and FRM Projects that opted in to Section 811

PRA: Projects that were awarded 4% Low Income Housing Tax Credit (LIHTC) and Fund for the Restoration of Multifamily Housing (FRM) financing and opted to participate in the Sect. 811 PRA program. These projects will be determined eligible based on the LIHTC and FRM applications submitted to HMFA. If further information is required to complete this review, HMFA will contact the project sponsor.

Existing and New LIHTC Agency-financed Multifamily Projects: Projects that have not already opted in to the Sect. 811 PRA program as part of their LIHTC or FRM applications must complete the Section 811 PRA application and submit it to HMFA.

Subsidies may be placed with:

- 4% LIHTC and FRM projects;
- Existing LIHTC projects; LIHTC projects in future allocation cycles; and
- Bond-financed Agency multifamily projects.

Section 811 Project Rental Assistance Program Overview (Continued)

Ineligible Project Types

Projects that are designated for individuals 62 years and older and units that currently have project-based vouchers are excluded. Additionally, no more than twenty five percent (25%) of the total units of a project can be set-aside for PRA payments. The units must also be dispersed throughout the property and not segregated to one area in the project. Additionally, projects must have more than 5 units.

Owner/Project Selection

HMFA and DHS will review all applications for participation in the Section 811 PRA program. Units will be selected in accordance with the criteria listed below:

| One-Bedroom Section 811 PRA Units | Points |
|--|--------|
| Geographic locations reflecting preferences of target population | 4 |
| Accessibility of the units | 3 |
| Unit mix reflecting need of target population | 3 |
| Suitability of project site | 2 |
| Access to transportation, employment opportunities and other community integration opportunities | 2 |
| Amenities offered in the project | 1 |

| Two-Bedroom Section 811 PRA Units | Points |
|--|--------|
| Geographic locations reflecting preferences of target population | 4 |
| Accessibility of the units | 3 |
| Unit mix reflecting need of target population | 3 |
| Suitability of project site | 2 |
| Access to transportation, employment opportunities and other community integration opportunities | 2 |
| Amenities offered in the project | 1 |

Note: Projects must have a minimum of 12 points in order to be considered eligible for Section 811 PRA subsidies.

Developers selected to participate in Section 811 PRA will be required to complete the following documents:

- HMFA and Owner Agreement to enter into PRA Contract (HUD-92240-PRA)
- PRA Rental Assistance Contract (HUD-92235-PRA) and,
- 3. Use Agreement (HUD-92238-PRA)

Application Terms

Applicants will be expected to meet requirements of the Section 811 PRA program and the HUD Cooperative Agreement. Applications will be processed on a rolling basis, until all Section 811 PRA are ommitted.

Tenant Referral

The target population for Section 811 PRA subsidies are people with mental illness and/or intellectual and developmental disabilities who are living in state institutions, or people with those diagnoses who are at risk of institutionalization. In order to ensure the referrals of appropriate individuals to Section 811 PRA participating projects, the DHS Office of Housing (OH) will conduct outreach to individuals in state psychiatric hospitals and development centers, as well as to individuals identified as at risk of institutionalization by DHS and community based service providers. The OH will also provide information and education on the Section 811 PRA program and its eligibility requirements to staff at the Division of Mental Health and Addiction Services (DMHAS) and the Division of Developmental Disabilities (DDD) and at state psychiatric hospitals and developmental centers, and to community based providers participating in the program. Tenants will be required by regulation to pay no more than 30% of their income toward rent.

HMFA and OH will also meet regularly to coordinate the timely referral of tenants to the program and to housing opportunities in projects participating the Section 811 PRA program. HMFA and OH will review the current status of referrals, move-ins, and the development and maintenance of a waiting list of potential tenants should

Section 811 Project Rental Assistance Program Overview

(Continued)

vacancies occur. HMFA will also problem solve should a referral or move-in not occur within fortyfive days.

Selection and Admission of Eligible Tenants

Referrals: Owners will notify HMFA of available unit and HMFA will notify DHS Office of Housing (OH) who will refer tenant. If tenant selects unit, OH will refer tenant to HMFA and forward completed tenant application package to HMFA. HMFA reviews and determines applicant's eligibility and forwards approved application to Owner who will determine eligibility with Owner's tenant selection plan. The Owner will complete the tenant certification and recertification data (Form-HUD 50009) and transmit same electronically to HMFA. HMFA will enter the income data into HUD's Tenant Rental Assistance Certification System (TRACS). This data must be maintained and retained by the Owner for three (3) years. The Owner is responsible for:

- Verifying tenant's income, employment through the use of Enterprise Income Verifier (EIV) and at least annually thereafter;
- 2. Verifying information related to social security numbers of perspective tenants;
- 3. Computation of the amount the PRA payment for each eligible tenant;
- 4. Conducting criminal and background checks, if required by Owner;
- Conduct an annual recertification of tenant's income; and
- 6. Submission of all tenant information electronically in compliance with TRACS standards.

All referrals as well as Owner screening of tenants must comply with the Grantee's Affirmative Fair Housing Marketing Plan (HUD-92243-PRA) and all HUD Fair Housing and Equal Opportunity requirements.

Tenant Selection: Owners will make good faith efforts to lease units to eligible tenants. Owners can only reject applicants for reasons permitted under the Rental Assistance Contract (RAC). If the Owner determines that an applicant tenant is ineligible

on the basis of income, failure to meet the disclosure and verification requirements the Owner must notify the tenant in writing with a copy to HMFA providing justification for the denial.

Form of Lease: Owners will use the HUD Model 811 PRA Lease form HUD-92236-PRA and required Addenda Lease Agreement for qualified tenants. The term of the initial lease will not be less than one year. If the lease is for a term of more than one year the lease must contain a provision permitting termination of the lease 30 days in advance upon a written notice. Any modification to the lease must be approved by HMFA and implemented in accordance with HUD requirements.

Waiting Lists: Existing projects with applicant waiting lists must update their tenant selection plans to include the Section 811 PRA target populations.

Unit Inspection: HMFA will conduct inspections of Section 811 PRA units to ensure that their physical integrity and compliance are consistent with US Department of Housing and Urban Development's Uniform Physical Conditions Standard (UPCS). The UPCS applies to all Section 811 PRA units. The project must comply with all applicable state, local laws, codes, ordinances and regulations.

After the initial unit inspection by HMFA, UPCS inspections must occur at a minimum every three (3) years. The first UPCS inspection will be within three (3) years of the signing of the Rental Assistance Contract (RAC) and can be aligned with the inspection schedule of other funding sources (LIHTC).

Following HMFA's unit inspection, the tenant will be provided with the opporutnity to inspect the unit prior to move-in. The Owner will keep a copy of HMFA's inspection report and the report must be attached to the lease.

In addition to UPCS inspection, Owners will conduct an annual inspection to determine if appliances and equipment in the unit are functioning properly or are in need of repair or replacement. In addition to the annual Owner's inspection, the UPCS must be conducted by HMFA staff at least every three years, and and at other such times as may be necessary. See attached UPCS form.

Section 811 Project Rental Assistance Program Overview (Continued)

Foreclosures and Transfers of Property: In the event of foreclosure or property transfers, the Section 811 PRA Rental Assistance Contract (RAC) will transfer to the new owner and rental assistance payments will continue.

The Term of the Section 811 PRA

HMFA and the successful Applicant Owner will enter into a 30-year Use Agreement and a 20-year Rental Assistance Contract (RAC) for the funding awarded to the project. The term of the RAC shall be no less than twenty (20) years subject to HUD appropriations. The term of the initial 811 PRA allocation is for a term of five (5) years, with subsequent renewals subject to HUD appropriations. If Congress fails to appropriate funds adequate to meet the future financial needs of the Cooperative Agreement and the Cooperative Agreement is terminated, HUD will not require HMFA to enforce any Use Agreement on Eligible Multifamily Properties covered under a RAC.

811 PRA Payments to Owner under the RAC Contract: Payments are made monthly by the Grantee upon proper requisition by Owner.

- Payment amount is the contract rent minus the tenant's portion.
- HMFA transmits Form HUD 52670 to HUD through Tenant Rental Assistance Certification System (TRACS). TRACS is a voucher/payment system that will be used to process rental payments to Owners and HMFA receives a return message transmitted from TRACS.
- Based on the TRACS submission, HUD calculates the project's monthly rental subsidy and wires payments to HMFA through the HUD Electronic Line of Credit Control System (eLOCCS) for the benefit of the project.

Vacancies: Vacancy payments may be paid to Owner in an amount not to exceed 80% of the contract rent for a period of up to 60 days. If a unit is vacant more than 60 consecutive days either during rent-up or after rent-up, the Owner is not entitled to any payments.

Rent Increases: Upon request from the Owner, HMFA will consider adjusting contract rents on the lease anniversary date. Contract Rents may be adjusted upward or downward, as appropriate.

Rent adjustments by HMFA must be determined by methods outlined in the RAC Part 2 and need to choose one of the methods outlined in the RAC Part 2 for adjusting rent.

Support Services: Eligible Tenant's participation in supportive services is voluntary and cannot be required as a condition of admission or occupancy. Tenants in the PRA units will receive voluntary services and supports from the provider of their choice in accordance with DHS regulations and policies.

Section 811 PRA Owner Compliance

The Owner is responsible for all management functions including screening of Eligible Applicants referred by DHS. All referrals as well as Owner screening must comply with the Grantee's Affirmative Fair Housing Marketing Plan (HUD-92243-PRA) and all HUD Fair Housing and Equal Opportunity requirements. The purpose of the plan and requirements is to assure that eligible families in the same housing market areas have an equal opportunity to apply and be selected for an assisted unit regardless of their race, color, national origin, religion, sex, disability, or familial status. All projects must comply with NJ's anti-discrimination laws, along with the following items:

1. Fair Housing & Civil Rights Laws: Owners must comply with all applicable fair housing and civil rights requirements in 24 C.F.R 5.105 (a), including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights; including Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Titles II and III of the American Disabilities Act, as applicable and Section 109 of the Housing and Community Development Act of 1974.

Section 811 Project Rental Assistance Program Overview

(Continued)

- 2. Barrier Free /Accessibility Requirements:
 Properties participating in Section 811 PRA
 must meet accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and
 the American with Disabilities Act. Section 811
 PRA assisted units can consist of a mix of accessible units for those persons with physical
 disabilities and non-accessible units for those
 persons without physical disabilities.
- 3. Davis-Bacon Labor Standards: All laborers and mechanics employed by contractors and subcontractors in the construction (including rehabilitation) of housing with 12 or more units assisted with Section 811 PRA shall be paid at rates not less than those prevailing wages in the locality in accordance with the Davis-Bacon Act (40 U.S. C. 3141et seq.).
- 4. **Phase I Environmental Report:** All projects that participate in Section 811 PRA program must have had a Phase I Environmental report complying with ASTM E 1527-05 and ASTM E 2600-10 requirements, prepared within a year and updated within six (6) months, if required, of the date the property was acquired or the date of the last real estate transaction (construction, rehabilitation, or refinancing).
- 5. **Lead Based Paint:** The Lead Safe Housing Rule (24cFR 35, subparts B, H, & R) applies to project based rental assistance of pre-1978 housing for persons with disabilities when a child of less than 6 years of age resides or is expected to reside in such housing.

Leveraged Tenant-Based Rental Vouchers

In addiiton to the two hundred and six (206) Section 811 PRA subsidies, the New Jersey Department of Community Affairs has committed 40 tenant-based State Rental Assistance (SRAP) vouchers and the New Jersey Department of Human Services (DHS) has committed 63 tenant-based vouchers to this program. These subsidies are not attached to specific units and travel with the tenant from unit to unit within the State of New Jersey.

DHS Tenant-Based Rental Subsidy Process: Individuals eligible for DHS tenant-based rental subsidies must submit applications to the DHS Office of Housing. The Office of Housing will review the rental subsidy application and refer approved applications to the Supportive Housing Connection (SHC) at HMFA. The SHC is responsible for certifying tenant income, determining tenant rental portion and subsidy amount, approving landlords, inspecting units, and processing monthly subsidy payments.

DCA Leverage Voucher Payment Process:

- DHS identifies tenant and submits the SRAP 811 application to DCA. DCA reviews application for income eligibility, and orders a criminal background check.
- If the applicant is deemed preliminarily eligible, DCA will forward the application package to the appropriate field office.
- The DCA Field Office will conduct a briefing with the applicant and determine the subsidy voucher amount to be issued.
- The applicant will then start their housing search. The applicant must identify a suitable unit within 60 days. In certain cases the applicant may be provided with a 60-day extension.
- After a unit is selected, the DCA Field Office will conduct HQS Inspection (If unit fails the inspection, the landlord has 15 days to abate).
- The HAP Contract is executed between DCA and Owner and the lease is executed between landlord and tenant and the monthly payment will be made to landlord via check run.

Please Note: The Section 811 PRA Guidelines and application forms may be amended from time to time as per HUD requirements.

NOTES



NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY

Section 811 Project Rental Assistance Program

Section 811 Project Rental Assistance Program



What is the Section 811 PRA program?

- Authorized under Frank Melville Supportive Housing Act of 2010
- Provides rental assistance to extremely low income special needs individuals or households

In HMFA/DHS's Case

 Assist the State of NJ in their Olmstead settlement obligations by providing permanent supportive housing to individuals leaving developmental centers, state psychiatric hospitals as well as those at risk of institutionalization

Section 811 Project Rental Assistance Program



How the 811 PRA Subsidies Work:

- PRA subsidies are assigned to a specific unit(s) and remains with the housing unit
- Total of 206 PRA subsidies available worth \$5.1 Million for the initial 5 years

Section 811 Project Rental Assistance Program



Subsidy Breakdowns Include:

- 110 one-bedroom affordable at 34% of AMI
- 46 two-bedrooms affordable at 34% AMI
- 50 two-bedrooms affordable at 50% AMI**

Additional Tenant Based Rental Assistance

- 40 DCA State Rental Assistance (SRAP)
- 63 Tenant Based DHS Subsidies
- Both these subsidies are tenant based

Section 811 Project Rental Assistance Program



HMFA's Role

 In partnership with DHS administers the Section 811 PRA Program

NJDHS' Role

- Coordinates timely referral of individuals/ households to Section 811 PRA awarded projects
- Provides voluntary services & supports to Section 811 PRA tenants in the projects

Section 811 Project Rental Assistance Program



Ineligible Projects

- Projects designated for individuals 62 & older
- Projects with existing project based vouchers with more than 25% set-aside Special Needs units
- Projects with less than five (5) units

Eligible Projects

- 4% LIHTC & FRM Projects that opted into Sect. 811 PRA
- Existing Tax Credit projects and Tax Credit projects in future allocation cycles
- Bond financed Agency Tax Credit projects
- Projects that did not opt into Section 811 PRA must complete Section 811 PRA application; accepted on a rolling basis

^{**}To be used for existing Multifamily units

| Section 81 | 1 Proje | ct Renta | I Assistanc | e Program |
|------------|---------|----------|--------------------|-------------|
| Section 97 | T LIOLE | ct Nenta | II Məələtalic | C FIUGIAIII |



Owners who participate in Section 811 PRA are required to complete:

- HMFA & Owner Agreement to enter into Section 811 PRA Contract
- PRA Rental Assistance Contract
- Use Agreement

Tenant Referral

- Owners will notify HMFA of availability of units
- HMFA will notify DHS Office of Housing who will refer tenant
- If tenant selects unit, DHS forwards application package to HMFA who verifies and determines applicants' eligibility; HMFA then forwards application to project Owner

Section 811 Project Rental Assistance Program



- Owner determines applicant's eligibility based on Owner's tenant selection plan
- Owner completes tenant certifications & recertification & transmits electronically
- HMFA enters income data to HUD TRACS
- Owner must provide justification in writing to HMFA if tenant found ineligible

Section 811 Project Rental Assistance Program



Owner's Responsibilities

- Verify tenant's income through EIV
- Verify information related to SSI
- Compute PRA payments
- Conduct background checks-if required
- Conduct annual income re-certification
- Submit tenant's info electronically to HMFA with TRACS standards

Section 811 Project Rental Assistance Program



| Criteria for Section 811 PRA Selection | | | | |
|--|-----------------|--|----------|--|
| Projects with more than 25% of the units set-aside for persons with disabilities will be excluded from | | | Excluded | |
| Projects with age-restricted units to those over 62 | will be exclude | ded from consideration | Excluded | |
| Projects with less than 5 units will be excluded from consideration | | | Excluded | |
| Selection of One-Bedroom 811 PRA | Units | Selection of Two-Bedroom 811 PRA | Units* | |
| | Points | | Points | |
| Geographic locations reflecting preferences of target population | 4 | Geographic locations reflecting preferences of target population | 4 | |
| Accessibility of the units | 3 | Accessibility of the units | 3 | |
| Unit mix reflecting need of target population | 3 | Unit mix reflecting need of target population | 3 | |
| Suitability of project site | 2 | Suitability of project site | 2 | |
| Access to transportation, employment opportunities and other community integration opportunities | 2 | Access to transportation, employment opportunities and other community integration opportunities | 2 | |
| Amenities offered in the project | 1 | Amenities offered in the project | 1 | |

NOTE: Projects must have a minimum of 12 points to be considered eligible for Section 811 PRA subsidies

* Fifty (50) of these units are set acide for existing LHTC and Bond financed Multifamily units

Section 811 Project Rental Assistance Program



Time Frame

- Application is received on a rolling basis
- Sect. 811 PRA award notice not given to developers until HUD Coop. Agreement is executed
- HMFA accepts application now to ensure availability of units at the time of HUD Coop. Agreement execution

Section 811 Project Rental Assistance Program



Form of Lease

- Owners must use HUD Model 811 PRA Lease Form & required addenda
- Lease is for a term of one year
- Any modification of lease must be approved by HMFA and in accordance with HUD requirements

Waiting List

 Existing projects must update their tenant selection plan to include the target population

| Section 81 | 1 Proje | ct Renta | I Assistanc | e Program |
|------------|---------|----------|--------------------|-------------|
| Section 97 | T LIOLE | ct Nenta | II Məələtalic | C FIUGIAIII |



Unit Inspection by HMFA

- Based on HUD's Uniform Physical Conditions Standards (LICPS)
- After initial inspections, first UCPS inspection within 3 years after the signing of Rental Assistance Contract (RAC)
- Following HMFA inspection, tenant inspects unit
- Owner keeps the HMFA inspection report as an attachment to lease



Foreclosure & Transfers of Properties

In the event of foreclosure or property transfers,
 RAC will transfer to new Owner & payment continues

Term of 811 PRA

- Term of RAC 20 Years
- Term of initial Section 811 PRA term-5 Year
- Subsequent renewal subject to HUD appropriations
- Use Agreement 30 Years

Section 811 Project Rental Assistance Program



Payments under RAC

- Owners submit vouchers to HMFA by the 10th day of the month preceding the month of payment
- HMFA reviews vouchers for accuracy and adjusts rent when peeded
- HMFA then submits to HUD monthly tenant and voucher data electronically to TRACS
- Based on TRACS submission, HUD calculates rental subsidy and wires payment to grantee
- HMFA makes payments to Owners by first day of every month

| Section 811 Project Rental Assistance Program | HME |
|--|-----|
| Vacancies | |
| Vacancy payments not to exceed 80% of contract rent for 60 days | |
| No vacancy payment if unit is vacant more than 60 days | |
| Rent Increases | |
| Rent adjustments will be considered by HMFA based upon Owner's request | |
| | |



811 PRA Owner Compliance

- Fair Housing & Civil Rights Laws
- Accessibility Requirements
- Davis Bacon Labor Standards
- Phase I Environmental Report
- Lead Based Paint

Section 811 Project Rental Assistance Program



Support Services

- Tenants participation is voluntary and can't be required
- Voluntary services supports of provider of tenant's choice supported by DHS

| Section 811 Pro | iact Bantal Accie | tanca Dragram |
|------------------------|-------------------|-----------------|
| SECTION OTT LIO | jeci neman Assis | italice Program |



DHS Tenant Based Rental Voucher

- 63 TBRV that travel from unit to unit with tenant
- To be managed by Supportive Housing Connection Program

DCA State Tenant Based Rental Assistance

- 40 SRAP travel from unit to unit with tenant
- Will be managed by DCA Div. of Housing

THANK YOU

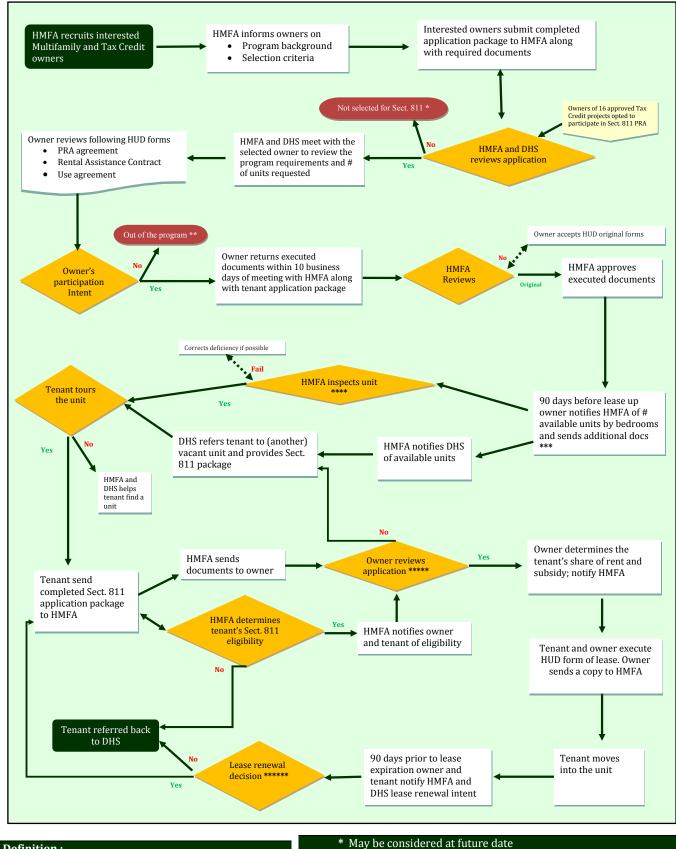


| SECTION 811 PRO | IECT RENTAL ASSISTANCE: | LAUNCH EVENT REFERENCE MAN | IUAL - IULY 16, 2015 |
|--------------------|--------------------------|-------------------------------|----------------------|
| or client off fite | JEET REITHE ROOTS HETEE: | Exercise Every Reference iven | 10/1L JULI 10, 2010 |

NOTES

| - | |
|---|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

EXHIBIT A - SECT. 811 PRA OVERALL PROCESS



Definition:

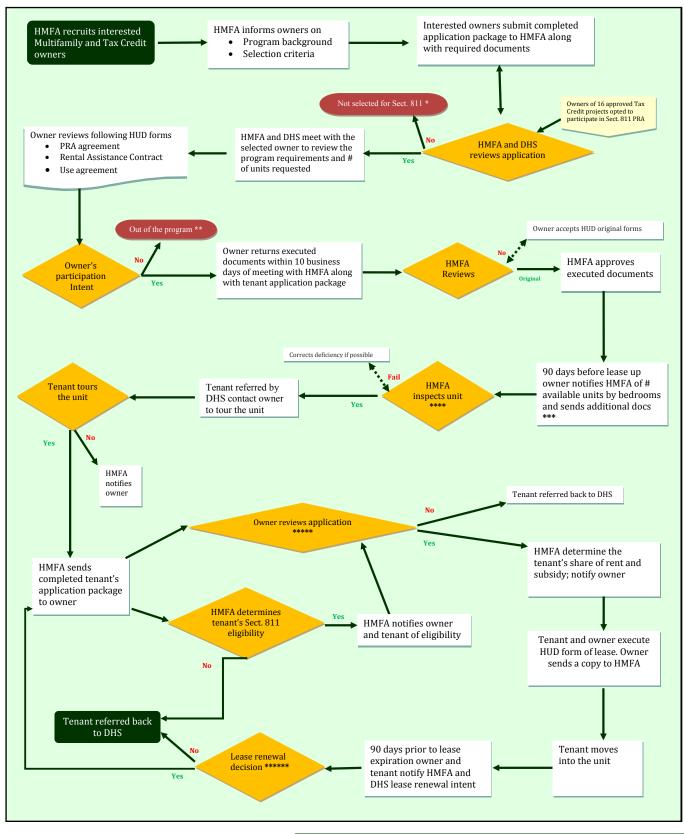
OWNER - Tax Credit / Multifamily developers HMFA - Housing and Mortgage Finance Agency

HUD - Department of Housing and Urban Development

DHS - Department of Human Services

- Doesn't apply for 16 opted to participate in PRA
- W-9 form, Automated Clearing House Debit Form and voided check
- According to HUD Uniform Physical Condition Standards
- According to HUD Sect. 811 program requirements
- According to HUD regulations

EXHIBIT B - SECT. 811 PRA OWNER PROCESS



Definition:

OWNER - Tax Credit / Multifamily developers

HMFA - Housing and Mortgage Finance Agency

HUD - Department of Housing and Urban Development

DHS - Department of Human Services

- * May be considered at future date
- ** Doesn't apply for 16 opted to participate in PRA
- *** W-9 form, Automated Clearing House Debit Form and voided check
- **** According to HUD Uniform Physical Condition Standards
- ***** According to HUD Sect. 811 program requirements
- ***** According to HUD regulations

EXHIBIT C - SECT. 811 PRA TENANT PROCESS

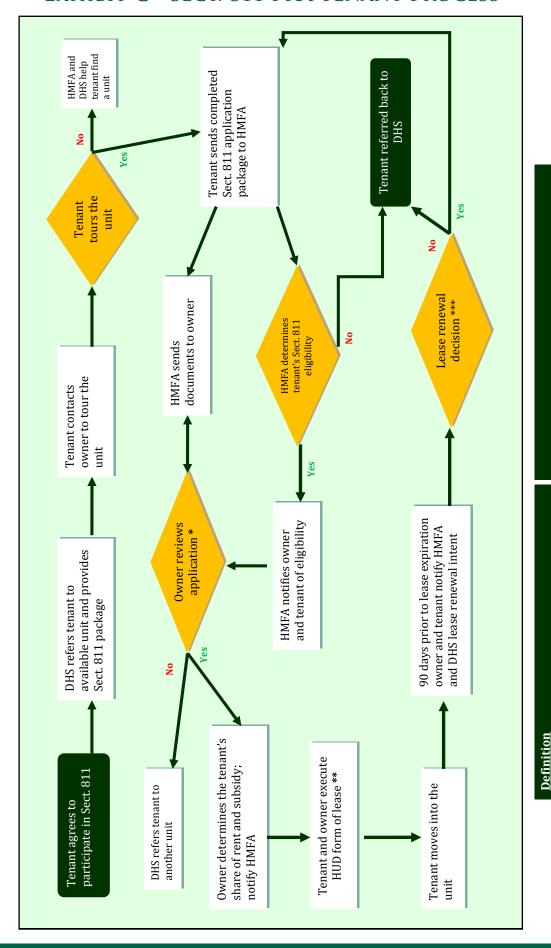


EXHIBIT C - SECT. 811 PRA TENANT PROCESS

According to HUD Sect. 811 program requirements

MFA inspected and approved unit According to HUD regulations

**

HUD - Department of Housing and Urban Development

DHS - Department of Human Services

HMFA - Housing and Mortgage Finance Agency

Owner - Tax Credit / Multifamily developers

NOTES

Section 811 Project Rental Assistance Program

APPLICATION

New Jersey Housing and Mortgage Finance Agency Supported Housing and Special Needs Division 637 South Clinton Ave. Trenton, NJ 08650-2085 Contact Person:
Yirgu Wolde
Director, SHSN Division
609-278-7521
ywolde@njhmfa.state.nj.us

New Jersey Housing and Mortgage Finance Agency Section 811 Project Rental Assistance Program Application Exhibit D

Application - Exhibit D

Applications will be accepted on a rolling basis until all Section 811 PRA are committed.

PART 1: APPLICANT INFORMATION

| Applicant Name: | | | | | |
|---|----------------|--------|------------|-------------------|--|
| Contact Name: | | | | _ Position/Title: | |
| Mailing Address: | | | | | |
| City: | State: | Z | ip Code: | County: | |
| Phone: | E | mail:_ | | | |
| Owner/Sponsor Name (If | different from | above | 2): | | |
| Contact Name: | | | | _ Position/Title: | |
| Mailing Address: | | | | | |
| City: | Stat | e: | Zip Code:_ | County: | |
| Phone: | E | mail:_ | | | |
| Mgmt. Company*: | | | | | |
| Mgmt. Company:*Fill the above even if it is | | | | | |
| Contact Name: | | | | _Position/Title: | |
| Mgmt. Company Address | : | | | | |
| City: | Stat | e: | Zip Code:_ | County: | |
| Phone: | | Ema | il: | | |

Application - Exhibit D (Continued) PART 2A: PROJECT INFORMATION

| Project Name: | | | NJHMFA#: |
|-------------------------|------------------|---------------------|--------------------|
| Address: | | | |
| City: | State: | Zip Code: | County |
| No. of Buildings: | Total No. o | of Units: | Number of Stories: |
| Total Sq. Footage: | | Year Project | was Built: |
| Type of Construction: | | New: | Rehab: |
| Number of Existing Set- | -Aside Special N | Needs Units (If app | olicable): |
| Financing Informat | tion | | |
| Existing Mortgage(s): | | | |
| Lender: | | | |
| Lien Position: | | | |
| Lender: | | | |
| Lien Position: | | | |
| Social Service Prov | ider (if appli | icable): | |
| Name: | | | |
| Address: | | | |
| City: | | State: | Zip Code: |
| Contact Name: | | | Position/Title: |
| Phone: | | Fmail: | |

Application - Exhibit D (Continued) PART 2B: PROJECT DESCRIPTION

Please provide a description of the property <u>on a separate page</u> that includes information such as floor plan, proximity to various amenities and tenant services. Please include the number of units of each type that are currently occupied and are currently vacant. Please also describe the property's policies regarding background checks and tenant selection plan.

| Nea | rest public transp | ortation option | (in miles): | | | | |
|--------------|--------------------|--------------------|-----------------|----------------|----------------|------------------|---|
| Тур | e of Public Transp | ortation: | | | | | |
| Bus | Light | Rail: | Other: | | | | |
| Pro | perty Amenities: | | | | | | |
| □ F | itness Center | □ Wa | sher/dryer on- | site 🗆 O | ther: | | |
| □ V | /asher/dryer in-ur | nit 🗆 Cor | mmunity Room | □ 0 | ther: | | |
| Plea | se Mark Which U | Itilities are Paic | l by the Tenant | :: | | | |
| □Н | ousehold Electric | | □ Air | Conditioning | | | |
| □ C | ooking (choose 🗆 | GAS or □ ELECT | ΓRIC) □ He | at (choose □G | AS or □ ELECTI | RIC) | |
| □Н | ot Water (choose | □GAS or □ELE | ECTRIC) 🗆 Ot | her: | (de | escribe) | |
| | rent Occupancy a | - | | | | | |
| Plea size | se complete the o | chart below ind | icating the nun | iber of vacant | and occupied t | inits by bedroon | n |
| | | Unit Size | | | | | ĺ |
| | | 0 | 1 | 2 | 3 | 4 | |
| | Occupied | | | | | | |
| | Vacant | | | | | | |

Total

Application - Exhibit D (Continued) PART 3: NUMBER OF SECTION 811 PRA UNITS REQUESTED

| Total Number of Units at the Property: |
|---|
| Total Number of Requested Units: |
| Projects Under Construction: |
| One bedroom accessible units (34% AMI): |
| One bedroom non-accessible units (34% AMI): |
| Two bedroom accessible units (34% AMI): |
| Two bedroom non-accessible units (34% AMI): |
| Two bedroom accessible units (50% AMI): |
| Two bedroom non-accessible units (50% AMI): |
| Existing Projects: |
| One bedroom accessible units (34% AMI): |
| One bedroom non-accessible units (34% AMI): |
| Two bedroom accessible units (34% AMI): |
| Two bedroom non-accessible units (34% AMI): |
| Two bedroom accessible units (50% AMI): |
| Two bedroom non-accessible units (50% AMI): |
| Total Number of Units Currently Set Aside for Persons with a Disability: |
| Total Number of Units Presently Receiving Project Based Rental Assistance Payments: |

Application - Exhibit D (Continued) PART 4: APPLICANT SIGNATURE

The undersigned applicant hereby makes application to NJHMFA for the Section 811 PRA Demo Program.

| Number of | Requested Section 811 PRA Demo Program Units |
|--------------|--|
| Signature: | |
| Printed Name | e: |
| Title: | |

Please return two copies of completed application <u>and supporting documentation</u> attention to:

Attn: Yirgu Wolde, Director
Division of Supported Housing & Special Needs
New Jersey Housing and Mortgage Finance Agency
637 S. Clinton Avenue

P.O.Box 18550 Trenton, NJ 08650-2085 609-278-7521

Email: ywolde@njhmfa.state.nj.us

If you have any questions, please contact Yirgu Wolde or Yvonne Hopkins at 609-278-7603

EXHIBIT E

HUD Uniform Physical Conditions Standard (UPCS) Form

| Uniform Physical Condition Standards - Comprehensive Listing | Page: of |
|--|------------------|
| Inspectable Area: <u>Site</u> | |
| Property ID / Name: | Inspection Date: |

| | | | | Level | | | | |
|------------------------------|---|-----|---|-------|---|----|-----|--|
| Inspectable Item | Observable Deficiency | NOD | 1 | 2 | 3 | NA | H&S | |
| Fencing and Gates | Damaged/Falling/Leaning | | | | | | NLT | |
| | Holes | | | | | | NLT | |
| | Missing Sections | | | | | | NLT | |
| Grounds | Erosion/Rutting Areas | | | | | | NLT | |
| | Overgrown/Penetrating Vegetation | | | | | | | |
| | Ponding/Site Drainage | | | | | | | |
| Health & Safety | Air Quality - Sewer Odor Detected | | | | | | NLT | |
| | Air Quality - Propane/Natural Gas/Methane Gas Detected | | | | | | LT | |
| | Electrical Hazards - Exposed Wires/Open Panels | | | | | | LT | |
| | Electrical Hazards - Water Leaks on/near Electrical Equipment | | | | | | LT | |
| | Flammable Materials - Improperly Stored | | | | | | NLT | |
| | Garbarge and Debris - Outdoors | | | | | | NLT | |
| | Hazards - Other | | | | | | NLT | |
| | Hazards - Sharp Edges | | | | | | NLT | |
| | Hazards - Tripping | | | | | | NLT | |
| | Infestation - Insects | | | | | | NLT | |
| | Infestation - Rats/Mice/Vermin | | | | | | NLT | |
| Mailboxes/Project Signs | Mailbox Missing/Damaged | | | | | | | |
| | Signs Damaged | | | | | | | |
| Market Appeal | Graffiti | | | | | | | |
| | Litter | | | | | | | |
| Parking Lots/Driveways/Roads | Cracks | | | | | | | |
| | Ponding | | | | | | | |
| | Potholes/Loose Material | | | | | | | |
| | Settlement/Heaving | | | | | | | |
| Play Areas and Equipment | Damaged/Broken Equipment | | | | | | NLT | |
| | Deteriorated Play Area Surface | | | | | | | |
| Refuse Disposal | Broken/Damaged Enclosure-Inadequate Outside Storage Space | | | | | | | |
| Retaining Walls | Damaged/Falling/Leaning | | | | | | NLT | |
| Storm Drainage | Damaged/Obstructed | | | | | | | |
| Walkways/Steps | Broken/Missing Hand Railing | | | | | | NLT | |
| | Cracks/Settlement/Heaving | | | | | | | |
| | Spalling | | | | | | | |

⁻ In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (PASS) Version 2.3, dated 03/08/2000. This document can be found at "http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf" (325 Pages, 343 KB)

- Only level 3 is applied to independent Health & Safety deficiencies.
- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

⁻ Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf" (24 Pages, 275 KB)

| Uniform Physical Condition Standards - Comprehensive Listing | Page: | of | |
|--|------------------|----|--|
| Inspectable Area: <u>Building Exterior</u> | | • | |
| Property ID / Name: | Inspection Date: | | |

Building Number:

| | | | | Level | | 1 | |
|-------------------|---|-----|---|-------|---|----|-----|
| Inspectable Item | Observable Deficiency | NOD | 1 | 2 | 3 | NA | H&S |
| Doors | Damaged Frames/Threshold/Lintels/Trim | | | | | | NLT |
| | Damaged Hardware/Locks | | | | | | |
| | Damaged Surface (Holes/Paint/Rusting/Glass) | | | | | | |
| | Damaged/Missing Screen/Storm/Security Door | | | | | | NLT |
| | Deteriorated/Missing Caulking/Seals | | | | | | |
| | Missing Door | | | | | | |
| Fire Escapes | Blocked Egress/Ladders | | | | | | LT |
| | Visibly Missing Components | | | | | | LT |
| Foundations | Cracks/Gaps | | | | | | |
| | Spalling/Exposed Rebar | | | | | | |
| Health and Safety | Electrical Hazards - Exposed Wires/Open Panels | | | | | | LT |
| , | Electrical Hazards - Water Leaks on/near Electrical Equipment | | | | | | LT |
| | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | | | | | | LT |
| | Emergency Fire Exits - Missing Exit Signs | | | | | | NLT |
| | Flammable/Combustible Materials - Improperly Stored | | | | | | NLT |
| | Garbage and Debris - Outdoors | | | | | | NLT |
| | Hazards - Other | | | | | | NLT |
| | Hazards - Sharp Edges | | | | | | NLT |
| | Hazards - Tripping | | | | | | NLT |
| | Infestation - Insects | | | | | | NLT |
| | Infestation - Rats/Mice/Vermin | | | | | | NLT |
| Lighting | Broken Fixtures/Bulbs | | | | | | |
| Roofs | Damaged Soffits/Fascia | | | | | | |
| | Damaged Vents | | | | | | |
| | Damaged/Clogged Drains | | | | | | |
| | Damaged/Torn Membrane/Missing Ballast | | | | | | |
| | Missing/Damaged Components from Downspout/Gutter | | | | | | |
| | Missing/Damaged Shingles | | | | | | |
| | Ponding | | | | | | |
| Walls | Cracks/Gaps | | | | | | |
| | Damaged Chimneys | | | | | | NLT |
| | Missing/Damaged Caulking/Mortar | | | | | | |
| | Missing Pieces/Holes/Spalling | | | | | | |
| | Stained/Peeling/Needs Paint | | | | | | |
| Windows | Broken/Missing/Cracked Panes | | | | | | NLT |
| | Damaged Sills/Frames/Lintels/Trim | | | | | | |
| | Damaged/Missing Screens | | | | | | |
| | Missing/Deteriorated Caulking/Seals/Glazing Compound | | | | | | |
| | Peeling/Needs Paint | | | | | | |
| | Security Bars Prevent Egress | | | | | | LT |

⁻ In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (PASS) Version 2.3, dated 03/08/2000. This document can be found at "http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf" (325 Pages, 343 KB)

- Only level 3 is applied to independent Health & Safety deficiencies.
- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

⁻ Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf" (24 Pages, 275 KB)

| Uniform Physical Condition Standards - Comprehensive Listing | Page: of |
|--|------------------|
| Inspectable Area: Building Systems | |
| Property ID / Name | Increation Date: |

| Property ID / Name: Building Number: | | | Inspection Date: | | | | |
|---|---------------------------------------|-----|------------------|-------|---|----|-----|
| J | | | | Level | | | |
| Inspectable Item | Observable Deficiency | NOD | 1 | 2 | 3 | NA | H&S |
| Domestic Water | Leaking Central Water Supply | | | | | | |
| | Misaligned Chimney/Ventilation System | | | | | | LT |
| | Missing Pressure Relief Valve | | | | | | NLT |
| | Rust/Corrosion on Heater Chimney | | | | | | NLT |
| | Water Supply Inoperable | | | | | | NLT |
| Electrical System | Blocked Access/Improper Storage | | | | | | NLT |
| | Burnt Breakers | | | | | | NLT |

| | Misaligned Chimney/Ventilation System | | L | _T |
|---------------------|---|--|---|-----|
| | Missing Pressure Relief Valve | | N | ILT |
| | Rust/Corrosion on Heater Chimney | | | ILT |
| | Water Supply Inoperable | | N | LT |
| Electrical System | Blocked Access/Improper Storage | | N | LT |
| | Burnt Breakers | | N | ILT |
| | Evidence of Leaks/Corrosion | | N | ILT |
| | Frayed Wiring | | | |
| | Missing Breakers/Fuses | | L | _T |
| | Missing Covers | | | _T |
| Elevators | Not Operable | | N | LT |
| Emergency Power | Auxiliary Lighting Inoperable | | | |
| <u> </u> | Run-Up Records/Documentation Not Available | | | |
| Fire Protection | Missing Sprinkler Head | | N | LT |
| | Missing/Damaged/Expired Extinguishers | | L | _T |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | | N | ILT |
| • | Air Quality - Propane/Natural Gas/Methane Gas Detected | | L | _T |
| | Air Quality - Sewer Odor Detected | | N | ILT |
| | Electrical Hazards - Exposed Wires/Open Panels | | L | _T |
| | Electrical Hazards - Water Leaks on/near Electrical Equipment | | L | _T |
| | Elevator - Tripping | | N | ΙLΤ |
| | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | | L | _T |
| | Emergency Fire Exits - Missing Exit Signs | | N | ILT |
| | Flammable Materials - Improperly Stored | | N | ILT |
| | Garbage and Debris - Indoors | | N | ILT |
| | Hazards - Other | | N | ILT |
| | Hazards - Sharp Edges | | N | ILT |
| | Hazards - Tripping | | N | ILT |
| | Infestation - Insects | | N | ILT |
| | Infestation - Rats/Mice/Vermin | | N | ILT |
| HVAC | Boiler/Pump Leaks | | | |
| | Fuel Supply Leaks | | N | ILT |
| | General Rust/Corrosion | | N | ILT |
| | Misaligned Chimney/Ventilation System | | L | _T |
| Roof Exhaust System | Roof Exhaust Fan(s) Inoperable | | | |
| Sanitary System | Broken/Leaking/Clogged Pipes or Drains | | N | LT |
| • | Missing Drain/Cleanout/Manhole Covers | | | _ |

⁻ In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (PASS) Version 2.3, dated 03/08/2000. This document can be found at "http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf" (325 Pages, 343 KB)

⁻ Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf" (24 Pages, 275 KB)

⁻ Only level 3 is applied to independent Health & Safety deficiencies.

⁻ In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

Uniform Physical Condition Standards - Comprehensive Listing Inspectable Area: Common Areas

Property ID / Name:

| idards - Comprehensive Listing | Page: of | |
|--------------------------------|------------------|--|
| <u>s</u> | | |
| | Inspection Date: | |

| Building Number: | | inspection Date: | | | ·- | | |
|-----------------------------|--|------------------|---|------|----|-------------|--------------|
| | | | | Leve | | <u> </u> | |
| X Inspectable Item Location | Observable Deficiency | NOD | 1 | 2 | 3 | NA | H&S |
| Basement/Garage/Carport | Baluster/Side Railings - Damaged | | | | | | |
| Closet/Utility/Mechanical | Cabinets - Missing/Damaged | | | | | | |
| Community Room | Call for Aid - Inoperable | | | | | | NLT |
| Day Care | Ceiling - Bulging/Buckling | | | | | | |
| Halls/Corridors/Stairs | Ceiling - Holes/Missing Tiles/Panels/Cracks | | | | | | |
| Kitchen | Ceiling - Peeling/Needs Paint | _ | | | | — | |
| Laundry Room | Ceiling - Water Stains/Water Damage/Mold/Mildew | _ | | | | — | |
| Lobby | Countertops - Missing/Damaged | | | | | — | <u> </u> |
| Office | Dishwasher/Garbage Disposal - Inoperable | | | | | | |
| Other Community Spaces | Doors - Damaged Frames/Threshold/Lintels/Trim | | | | | | NLT |
| Patio/Porch/Balcony | Doors - Damaged Hardware/Locks | | | | | | ├ |
| Restrooms/Pool Structures | Doors - Damaged Surface (Holes/Paint/Rust/Glass) | _ | | | | <u> </u> | <u> </u> |
| Storage | Doors - Damaged/Missing Screen/Storm/Security Door | | | | | | NLT |
| | Doors - Deteriorated/Missing Seals (Entry Only) | | | | | | ├ |
| | Doors - Missing Door | | | | | | ├ |
| | Dryer Vent -Missing/Damaged/Inoperable | | | | | | |
| | Electrical - Blocked Access to Electrical Panel | | | | | | NLT |
| | Electrical - Burnt Breakers | | | | | | NLT |
| | Electrical - Evidence of Leaks/Corrosion | | | | | | NLT |
| | Electrical - Frayed Wiring | | | | | | <u> </u> |
| | Electrical - Missing Breakers | | | | | | LT |
| | Electrical - Missing Covers | _ | | | | <u> </u> | LT |
| | Floors - Bulging/Buckling | _ | | | | <u> </u> | |
| | Floors - Floor Covering Damaged | | | | | <u> </u> | |
| | Floors - Missing Floor/Tiles | | | | | └ | |
| | Floors - Peeling/Needs Paint | | | | | | |
| | Floors - Rot/Deteriorated Subfloor | _ | | | | <u> </u> | |
| | Floors - Water Stains/Water Damage/Mold/Mildew | _ | | | | <u> </u> | <u> </u> |
| | GFI - Inoperable | | | | | <u> </u> | NLT |
| | Graffiti | | | | | <u> </u> | |
| | HVAC - Convection/Radiant Heat System Covers Missing/Damaged | _ | | | | <u> </u> | |
| | HVAC - General Rust/Corrosion | | | | | <u> </u> | |
| | HVAC - Inoperable | | | | | <u> </u> | |
| | HVAC - Misaligned Chimney/Ventilation System | _ | | | | — | LT |
| | HVAC - Noisy/Vibrating/Leaking | _ | | | | — | <u> </u> |
| | Lavatory Sink - Damaged/Missing | _ | | | | <u> </u> | NLT |
| | Lighting - Missing/Damaged/Inoperable Fixture | | | | | <u> </u> | |
| | Mailbox - Missing/Damaged | | | | | <u> </u> | |
| | Outlets/Switches/Cover Plates - Missing/Broken | | | | | <u> </u> | LT |
| | Pedestrian/Wheelchair Ramp | | | | | <u> </u> | = |
| | Plumbing - Clogged Drains | _ | | | | <u> </u> | NLT |
| | Plumbing - Leaking Faucet/Pipes | | | | | — | NLT |
| | Range Hood /Exhaust Fans - Excessive Grease/Inoperable | | | | | ₩ | ₩ |
| | Range/Stove - Missing/Damaged/Inoperable | | | | | — | — |
| | Refrigerator - Damaged/Inoperable | | | | | Ь— | ↓ |
| | Restroom Cabinet - Damaged/Missing | | | | | | ↓ |
| | Shower/Tub - Damaged/Missing | | | | | <u> </u> | |
| | Sink - Missing/Damaged | | | | | | NLT |
| | Smoke Detector - Missing/Inoperable | _ | | | | | LT |
| | Stairs - Broken/Damaged/Missing Steps | | | | | ₩ | NLT |
| | Stairs - Broken/Missing Hand Railing | _ | | | | — | NLT |
| | Ventilation/Exhaust System - Inoperable | | | | | | ↓ |
| | Walls - Bulging/Buckling | | | | | Ь— | Щ. |
| | Walls - Damaged | | | | | <u> </u> | Щ. |
| | Walls - Damaged/Deteriorated Trim | | | 1 | | \vdash | <u> </u> |
| | Walls - Peeling/Needs Paint | | | | | | |
| | Walls - Water Stains/Water Damage/Mold/Mildew | | | | | ↓ | ļ |
| | Water Closet/Toilet - Damaged/Clogged/Missing | | | | | <u> </u> | |
| | Windows - Cracked/Broken/Missing Panes | | | | | Ц_ | NLT |
| | Windows - Damaged Window Sill | | | | | | |
| | Windows - Inoperable/Not Lockable | | | | | | NLT |

| | Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound | | | |
|------------------------------|--|--|--|-----|
| | Windows - Peeling/Needs Paint | | | |
| | Windows - Security Bars Prevent Egress | | | LT |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | | | NLT |
| | Air Quality - Propane/Natural Gas/Methane Gas Detected | | | LT |
| | Air Quality - Sewer Odor Detected | | | NLT |
| | Electrical Hazards - Exposed Wires/Open Panels | | | LT |
| | Electrical Hazards - Water Leaks on/near Electrical Equipment | | | LT |
| | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | | | LT |
| | Emergency Fire Exits - Missing Exit Signs | | | NLT |
| | Flammable/Combustible Materials - Improperly Stored | | | NLT |
| | Garbage and Debris - Indoors | | | NLT |
| | Garbage and Debris - Outdoors | | | NLT |
| | Hazards - Other | | | NLT |
| | Hazards - Sharp Edges | | | NLT |
| | Hazards - Tripping | | | NLT |
| | Infestation - Insects | | | NLT |
| | Infestation - Rats/Mice/Vermin | | | NLT |
| Pools and Related Structures | Fencing - Damaged/Not Intact | | | |
| | Pool - Not Operational | | | |
| Trash Collection Areas | Chutes - Damaged/Missing Components | | | |

- In order to accurately categorize a deficiency as a "Level 1", "Level 2" or "Level 3" (including independent Health & Safety items), you must refer to the Final Dictionary of Deficiency Definitions (PASS) Version 2.3, dated 03/08/2000. This document can be found at "http://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf" (325 Pages, 343 KB)
- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf" (24 Pages, 275 KB)
- Only level 3 is applied to independent Health & Safety deficiencies.
- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.